



Filer Guide to Exhibit Proposal

Exhibit-Proposed document types are used to present or offer exhibits to the court for consideration.

Note! Prepare exhibits prior to submitting. Your exhibit will need to be in a PDF format.

Note! Once admitted, Exhibit-Submissions are automatically converted to Exhibits by the court.

Searching for an Existing Case

1. Click **Existing Case**.

The screenshot shows the eFile system home page with a navigation bar at the top containing 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. Below the navigation bar, there is a 'Home' section with a list of buttons: 'New Case', 'Existing Case', 'My Filings', 'My Cases', and 'Notifications (15)'. The 'Existing Case' button is highlighted with a red box. To the right of each button is a description of its function: 'File new case' for 'New Case', 'File subsequent document to existing case' for 'Existing Case', 'Check the status of my filings' for 'My Filings', 'List of my ECF cases' for 'My Cases', and 'Review your Notifications' for 'Notifications (15)'.

2. Select appropriate **County**.
3. Enter in **Case Number**.
4. Enter in **Participant's Last Name**.

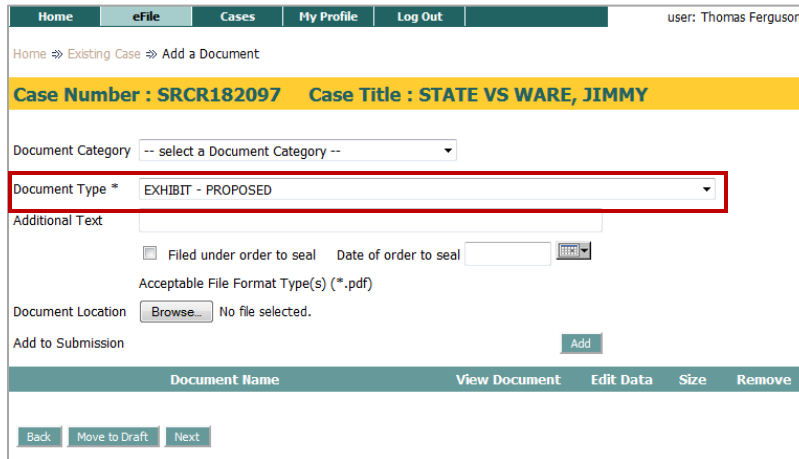
The screenshot shows a form titled 'Select county and type in a case number and participant name'. It has three input fields: 'County', 'Case Number (Ex: SCSC126139)', and 'Participant's Last Name'. The 'County' dropdown menu is highlighted with a red box and shows 'Black Hawk' as the selected option. Below the input fields are two buttons: 'Add this case to your list' and 'File on this case'.

5. Click **File on this Case**.

Note! Cases where the filer is an active litigant will display at the bottom the Existing Case screen.

Filing your Exhibit-Proposed

1. In the Document Type field, select **Exhibit-Proposed**.



Home eFile Cases My Profile Log Out user: Thomas Ferguson

Home ⇒ Existing Case ⇒ Add a Document

Case Number : SRCR182097 Case Title : STATE VS WARE, JIMMY

Document Category -- select a Document Category --

Document Type * EXHIBIT - PROPOSED

Additional Text

☐ Filed under order to seal Date of order to seal

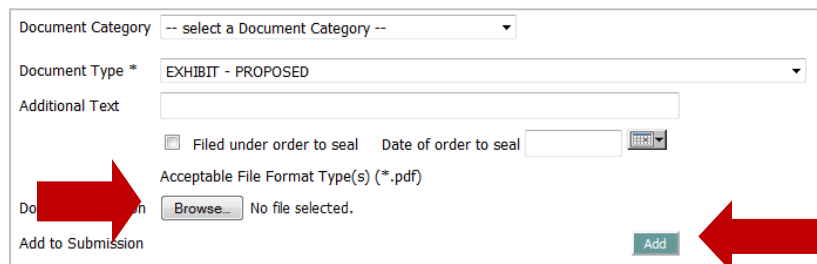
Acceptable File Format Type(s) (*.pdf)

Document Location Browse... No file selected.

Add to Submission Add

Document Name	View Document	Edit Data	Size	Remove
Back Move to Draft Next				

2. Click **Browse**.
3. Locate your **Exhibit** to attach.
4. Click **Open** in the system window (not illustrated).
5. Click **Add**.



Document Category -- select a Document Category --

Document Type * EXHIBIT - PROPOSED

Additional Text

☐ Filed under order to seal Date of order to seal

Acceptable File Format Type(s) (*.pdf)

Do **Browse...** No file selected.

Add to Submission Add

Note! This will take you to the **Exhibit Submission Screen**.

6. Enter **Exhibit Number**.
7. Enter **Exhibit Description**.

Important Note! Each Exhibit Number must be unique and is not able to be used more than once on a single case. If you have an exhibit that is over the 20MG and needs to be submitted in 2 or more files, you will need to use different numbers for each. For example, 16A and 16B.

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Home eFile Cases My Profile Log Out

Home ⇒ Existing Case ⇒ Add a Document ⇒ Exhibit Submission

Case Number: SRCR182097 Case Title : STATE VS WARE, JIMMY

Add exhibit number and description for this submission

Exhibit #	Exhibit Description
State 001	Discharge Summary

Back Next

8. Click **Next**.

Document Location No file selected.

Add to Submission

Document Name	View Document	Edit Data	Size	Remove
EXHIBIT - PROPOSED	Exhibit1.pdf	<input type="button" value="Edit Data"/>	0.09 MB	<input type="button" value="Remove"/>
EXHIBIT - PROPOSED	Exhibit2.pdf	<input type="button" value="Edit Data"/>	0.09 MB	<input type="button" value="Remove"/>
EXHIBIT - PROPOSED	Exhibit3.pdf	<input type="button" value="Edit Data"/>	0.09 MB	<input type="button" value="Remove"/>

Total Size: 0.27 MB

Back Move to Draft Next

9. Click the **File Name** in the View Document column to review the exhibit-submission and ensure that it is loaded properly.
10. Repeat this process to add additional exhibits.
11. To modify the Exhibit # or Description, click the corresponding **Edit Data** button.
12. Click **Next**.
13. On the Review and Approve the Filing page, **verify all information** being submitted to the case is accurate and complete. Add additional information as needed (not illustrated).
14. Click **Submit the Filing**.

Filer Guide to Exhibit Proposal

Review and Approve Filing

SRCR182097 Case Title : STATE VS WARE, JIMMY

☐ Emergency

Document(s) to be Submitted: [Add/Remove Documents](#)

Document Name	View Document
EXHIBIT - PROPOSED	Exhibit1.pdf
EXHIBIT - PROPOSED	Exhibit2.pdf
EXHIBIT - PROPOSED	Exhibit3.pdf

New Properties: [Add Real Estate](#)

New Parties: [Add Parties](#)

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

Note! Once the exhibit has been admitted by the court, it is saved in the Case History and can be viewed in the Filer's Interface by selecting 'My Cases'.

Note! To view exhibits that have been offered into evidence and admitted on your case, Click **My Cases**. (Detailed Instructions Below)

My Cases

When an exhibit-submission has been approved by the clerk, it will show up in the Case History, which can be viewed from 'My Cases'.

1. Select **My Cases** from the Cases menu or click the **My Cases** button from the home screen.

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Administering Justice under the law equally to all persons.

[Home](#) [eFile](#) [Cases](#) [My Profile](#) [Log Out](#)

Home

New Case	File new case
Existing Case	File subsequent document to existing case
My Filings	Check the status of my filings
My Cases	List of my ECF cases
Notifications	Review your Notifications

2. Enter the **Case Number, County, and Participant Name**.

Filer Guide to Exhibit Proposal

- Click **History** to access the case information and documents.

My Cases
Number of cases displayed per page: 50

Case Number	County	Participant's Last Name	
SRCR182097	Black Hawk	Ware	History

Note! Depending on the eFiler's role and the case level security settings the case documents may be available for downloading within My Cases listing.

- The case information will display in a separate window. Review any information that has been submitted on the case.

File Date	Case History
10-22-2013 01:59:00 PM Plaintiff	EXHIBIT (#1) DEFTA / REPORT Filed by: THOMAS JOSEPH FERGUSON
10-22-2013 01:59:00 PM Court	EXHIBIT (#2) Filed by: Court
10-22-2013 01:59:00 PM Court	EXHIBIT (#3) Filed by: Court
10-22-2013 01:57:00 PM Plaintiff	EXHIBIT - PROPOSED (#1) Admitted DEFTA / REPORT Filed by: THOMAS JOSEPH FERGUSON
10-22-2013 01:57:00 PM Plaintiff	EXHIBIT - PROPOSED (#2) Admitted STATE 001 / DISCHARGE SUMMARY Filed by: THOMAS JOSEPH FERGUSON
10-22-2013 01:57:00 PM Plaintiff	EXHIBIT - PROPOSED (#3) Admitted DEFTB / PHOTO Filed by: THOMAS JOSEPH FERGUSON
10-14-2013 10:46:00 AM Plaintiff	MOTION FOR CONTINUANCE Filed by: THOMAS JOSEPH FERGUSON

Note! Juvenile exhibits admitted will display as Exhibit-Juvenile #1,#2, etc... On all other case types, they will display as Exhibit #1, #2, etc.

Note! Exhibits submitted during court will have a reserved number, and will be scanned in (if possible) after the hearing.

The information contained in the training materials for the Iowa Judicial Branch Electronic Data Management System (EDMS) is for instructional purposes only and is not intended to and does not constitute legal advice under any circumstance.